

Published by Authority

EXTRAORDINARY ISSUE

Agartala, Friday, June 6, 2025 A.D., Jyaistha 16, 1947 S.E.

PART--I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

GOVERNMENT OF TRIPURA GENERAL ADMINISTRATION (POLITICAL) DEPARTMENT

No.F.14(4)-GA(P)/2023

Dated, May 31, 2025

NOTIFICATION

In exercise of the powers conferred by provise to Article-309 of the constitution and in supersession of the existing Recruitment Rules for the post mentioned herein, the Governor hereby makes the following Rules regulating the method of recruitment to the Post of UDC (Group-C, Non-Gazetted) in the establishment of Directorate of Sainik Welfare, Tripura.

- 1. Short title commencement ---
 - (1) These Rules may be called **UDC** (Group-C Non-Gazetted) in the establishment of Directorate of Sainik Welfare, Tripura Recruitment Rules, 2025.
 - (2) They shall come into force on and from the date of their publication in the Official Gazette.
- The name of the posts shall be as specified in Column-I of the Schedule enclosed at Annexure-I.
- Number, Classification and Scale of Pay: -

The number of the said post, its classification and the scale of pay attached there shall be as specified in Rows 2 to 4 of the Schedule enclosed at Annexure -1.

4. Method of recruitment, age limit, qualifications, etc.

The method of recruitment to the said posts, age limits, qualification and other matters relating to the said post shall be as specified in Rows 5 to 13 of the said Schedule. The post is to be filled up by Ex-servicemen only and the candidates must have Permanent Resident of Tripura Certificate (PRTC).

- 5. Disqualification: No person
 - (a) who has entered into or contracted a marriage with a person having spouse living; or (b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

6. Power to relax: - Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing, and with concurrence of the G.A(P&T) Department, relax any of the provisions of these Rules with respect to any class or category of person.

Tripura Gazette, Extraordinary Issue, June 6, 2025 A. D.

- 7. Repeal: The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule enclosed at Annexure-I.
- 8. Savings: Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for other special categories of persons (except Ex-Servicemen) in accordance with the orders issued by the State Government from time to time in this regard.
- This Notification is issued as per approval of the Council of Ministers Vide Memo. No.F. 8(7)-GA(CAB)/2025 dated 19th May, 2025

Secretary to the Government of Tripura

Annexure -I

No. F.14(4)-GA(P/2023

Recruitment Rules for the post of Upper Division Clerk for the Directorate of Sainik Welfare, Tripura under General Administration (Political) Department

SCHEDULE

ì.	Name of the Post (s)	:	UPPER DIVISION CLERK
2.	Number of Post	:	01 (One
3.	Classification	:	Group 'C' (Non Gazetted).
4.	Scale of Pay	•	Pre-revised Corresponding revised Scale of Scale of Pay PB-2,Pay Band Scale Rs.5700- 24000/- Grade Pay -Rs.2800/- Subject to revision by the Government from time to time.
5.	Method of recruitment whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the vacancies to be filled by various methods.	•	 (i) By Promotion failing which by Direct Recruitment. (ii)(a) For Direct recruitment (only for Ex Servicemen) selection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the General Administration (Political) Department. (b) Interview / Viva Voce not exceeding 15% of Total Marks. (c) Syllabus: Enclosed as Annexure II (and as revised by the Government time to time)
6.	Age limit for Direct recruitment	:	Maximum age limit 50 Years for an Ex-serviceman
7.	Educational and other qualification required for direct recruitment	:	 (a) For ex-servicemen - Graduate Degree from any recognized University or Army Educational Test First Class or equivalent in Navy and Air Force. (b) Having knowledge of operating Computer and proficiency in typing on computer with keyboard with an accurate speed of minimum 30(Thirty) words in English per minute along with basic Computer Knowledge.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in the case of promotion.	:	Not applicable.

Tripura Gazette, Extraordinary Issue, June 6, 2025 A. D.

9.	Whether Selection post or Non- Selection Post	:	For Direct recruitment: - Selection as per Item No. 5 (ii) above (only of Ex-servicemen). For Promotion: - Non-selection.
10.	Period of Probation, if any	:	2 (two) years
11.	In case of recruitment by promotion/deputation/transfer, grades from which promotion/depuration/transfer to be made	:	Promotion from Lower Division Clerk having at least 5 years work experience in Govt. service and knowledge of computer.
12.	If a D.P.C. exists, what is its composition?	:	Director, Directorate of Sainik Welfare, Tripura Under Secretary/Section Officer, GA (Political) Department Representative from Directorate of ST Welfare Representative from Directorate of SC Welfare
13.	Circumstances in which T.P.S.C. is to be consulted making Recruitment	:	Not applicable
14.	Repeal	:	The existing Recruitment Rules for post of Upper Division Clerk vide Notification No.F.18(26)-P/76 dated 14th May 1979 hereby stands repealed.

General Administration (Political) Department
Government of Tripura